

COMPENSATION BOARD DOCKET #21/06

December 17, 2020

Due to the declared State of Emergency and because of the unique characteristics of the COVID-19 virus making it impracticable and unsafe for the Compensation Board members and necessary staff to assemble in a single location, the Compensation Board is conducting this meeting electronically pursuant to § 4-0.01, paragraph g. of Chapter 56, 2020 Special Session I Acts of Assembly (effective November 18, 2020). The Compensation Board is meeting electronically at this time to continue operations and discharge of the agency's lawful purposes, duties and responsibilities.

307-21-06: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>At its meeting on November 19, 2020, the Compensation Board acknowledged the request from the audit committee to seek additional information from two offices to confirm audit requirements were met under the Master Deputy Program. Staff reports the following results:</p> <p>12-14-2020 The following office submitted additional documentation regarding specific requirements as requested by the Master Deputy Audit Committee.</p> <ul style="list-style-type: none"> Virginia Peninsula Regional Jail This office has met all necessary requirements and no further action is required. <p>The following office submitted additional documentation regarding specific requirements as requested by the Master Deputy Audit Committee. However, the committee responded that the training records submitted were not sufficient to pass the audit.</p> <ul style="list-style-type: none"> Henrico County Compensation Board staff has followed up and is awaiting additional documentation by December 31, 2020. If the sheriff's office is unable to provide sufficient records to satisfy the audit committee's review, this office will not meet audit requirements, and the individual will be removed from the Master Deputy Program effective January 1, 2021. 		\$0.00	The Compensation Board noted the updated information regarding these offices, and approves action by staff to remove the individual from the Master Deputy Program in the Henrico County sheriff's office if sufficient documentation to support program requirements cannot be provided and confirmed by the audit committee.

307-21-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	December 17, 2020 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.	\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	12/4/2020	Vacancy Savings	Temporary	\$32,225.86	\$32,225.86
405	307	Albemarle-Charlottesville Reg. Jail	12/8/2020	Vacancy Savings	Temporary	\$26,320.54	\$26,320.54
455	307	Western Tidewater Reg. Jail	12/10/2020	Vacancy Savings	Office	\$21,552.66	\$21,552.66
465	307	Riverside Reg. Jail	12/8/2020	Vacancy Savings	Office	\$400,458.89	\$400,458.89
470	307	Virginia Peninsula Reg. Jail	12/1/2020	Vacancy Savings	Temporary	\$101,423.55	\$10,000.00
470	307	Virginia Peninsula Reg. Jail	12/1/2020	Vacancy Savings	Office	\$0.00	\$91,423.55
475	307	Hampton Roads Regional Jail	12/8/2020	Vacancy Savings	Office	\$297,820.00	\$297,820.00
480	307	New River Valley Reg. Jail	12/8/2020	Vacancy Savings	Office	\$328,277.60	\$138,277.60
480	307	New River Valley Reg. Jail	12/8/2020	Vacancy Savings	Temporary	\$0.00	\$190,000.00
492	307	Southwest Virginia Reg. Jail	12/10/2020	Vacancy Savings	Temporary	\$86,644.98	\$86,644.98
493	307	Middle River Reg. Jail	12/8/2020	Vacancy Savings	Temporary	\$80,987.89	\$80,987.89
495	307	Meherrin River Reg. Jail	12/10/2020	Vacancy Savings	Office	\$333,509.00	\$333,509.00
496	307	RSW Reg. Jail	12/8/2020	Vacancy Savings	Office	\$98,292.21	\$98,292.21
						\$1,807,513.18	\$1,807,513.18

772-21-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER PROSECUTOR PROGRAM AUDIT	CAREER PROSECUTOR AUDIT COMMITTEE	<p>December 17, 2020 -The Career Prosecutor Audit Committee reports the results of the Career Prosecutor Program audits.</p> <p>The following offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Augusta County • Brunswick City • Chesterfield County • Greene County • Isle of Wight County • James City County • York County • Chesapeake City • Roanoke City • Virginia Beach City <p>Following notification of various insufficiencies, the following offices were given an opportunity to provide additional documentation to show compliance with all necessary requirements:</p> <ul style="list-style-type: none"> • Page County • Henrico County • Henry County • Grayson County • Suffolk City <p>As of December 8, 2020, all necessary documentation has been provided and all Career Prosecutors selected for audit in 2020 have met necessary requirements and are approved by the committee for participation in the Career Prosecutor Program.</p> <p>The Career Prosecutor Audit Committee recommends no amendments to the Career Prosecutor Program at this time.</p>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the Audit Committee for their time and assistance

772-21-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	December 17, 2020 Officer requests an exception to the Substitute Prosecutor 60-day reimbursement policy. Expenses for travel for the cases below were received by the Compensation Board after the 60-day reimbursement period.		\$316.85	Approved as a one-time exception to policy, based upon the specific conditions stated by the officers

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
035	772	Carroll County	Patrick White	01/27/20-03/16/20	Mitchell Glenn Cole	\$35.65
035	772	Carroll County	Patrick White	12/10/19 & 02/25/20	Devin Quade Simone	\$35.81
775	772	Salem City	Debra Sifford	04/26/19-06/29/20	Jonathan Nance	\$245.39
		Total				\$316.85

773-21-06: CIRCUIT COURT CLERKS

OLD BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CRAIG COUNTY	CIRCUIT COURT CLERK	<p>At its May 21, 2020 board meeting, the Compensation Board approved a one-time amount of \$7,623.20, in temporary salaries funding, based upon the request of the officer, but from July 1, 2020 through December 31, 2020. The officer originally requested \$15,246.40 for the full fiscal year. The Board acknowledged that this need was recognized through legislative approval during the regular session of the 2020 General Assembly, and that this office has an exceptional situation where a minimum need for two staff is not met through state and local funding combined; however, given uncertainty regarding future revenues, the Board approved this additional funding for a six-month period at that time and noted that future consideration for the remaining six-months would be contingent upon greater clarity in forecasted revenues later in the year.</p> <p>December 17, 2020 Officer requests additional Temporary funds in the amount of \$7,623.20 to maintain the full-time position for the remaining months of the fiscal year, from January 1, 2021 to June 30, 2021. Officer calculates the salary at \$7.33 per hour, for 8 hours per day, 5 days per week, for 52 weeks equals \$15,246.40. The annual salary would equate to \$26,179.40 when combined with the partial salary of position 00003 in the amount of \$10,933.</p> <p>Staff notes the 2020 General Assembly approved additional positions and funding in the 2020 regular session to allow for a minimum of 3 funded positions in each Clerk's office for FY21, but the funding was unallotted during the reconvened session and implementation restricted due to concerns regarding potential significant revenue reductions from the pandemic. On December 16, 2020, the Governor again including funding to support this initiative in his budget bill introduced to the 2021 General Assembly to begin in FY22.</p>	\$7,623.20	The Compensation Board approved a remaining one-time amount of \$7,623.20 in temporary salaries funds for the duration of FY21, for a total one-time amount of temporary salaries funds of \$15,246.40 in FY21.

771-21-06: COMMISSIONERS OF THE REVENUE
NONE.

774-21-06: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ORANGE COUNTY	TREASURER	December 4, 2020 Officer requests to promote the Career Development approved deputy in position 00003, MDII, which is currently unfunded, to position 00002 DIV, with a base salary of \$38,244 and a CDP salary of \$41,801 effective December 1, 2020, resulting in an added cost for the Career Development Program funding and an increase in the total budget in this office.		\$3,557 \$2,074.92 (\$1,037.46 Reimbursed)	Approved as requested.
		Officer acknowledges the increase and certifies that she has obtained concurrence from her locality to fund the increase, if approved by the Compensation Board.			

FIPS	Office Code	Locality Name	Request Date	From Position	Class	To Position	Current Base Salary	Current CDP Salary	New Base Salary	New CDP Salary	Amount Requested	Pro-Rated Budgeted Amount of CDP for FY21	Reimbursable Amount of CDP for FY21
137	774	Orange County	12/4/2020	00003	MDII	00002	\$0	\$0	\$38,244	\$41,801	\$3,557	\$2,074.92	\$1,037.46

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #21/05.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: regular monthly meetings scheduled for Thursday, January 28, 2021 at 10:00 a.m. and Thursday, February 25, 2021 at 10:00 a.m. A special meeting with constitutional officer association leadership to discuss budget and legislative priorities will be held on Tuesday, January 12, 2021 at 2:00 p.m.	N/A	Confirmed.
3.	NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training was held virtually on December 9-11, 2020. A total of 20 new officers were invited, and 14-17 participated online across multiple segments.	N/A	Noted.
4.	COIN ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	Compensation Board staff conducted annual budget request training virtually on December 2 nd -4 th with a total of 103 registered attendees. This training is typically conducted in person in Hanover and Roanoke.	N/A	Noted.
5.	INVITE ASSOCIATION LEADERSHIP TO JANUARY 2021 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents for a special legislative meeting with the Board on Tuesday, January 12, 2021 at 2:00 p.m. This meeting will be conducted virtually in an online platform.	N/A	Approved.
6.	NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of June, 2020 and July through September, 2020 (1 st quarter of FY21). In accordance with budget language approved in Chapter 56, and based upon numbers of offenders housed, days housed and rates paid by the County in the 4 th quarter of FY20 and the 1 st quarter of FY21, staff recommends approval of payment to Nottoway County in the amount of \$52,705.44. The maximum reimbursable amount in FY21 for expenses incurred from June, 2020 through May, 2021 is \$198,667.	\$52,705.44	Approved.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
7.	TECHNOLOGY TRUST FUND STATUS	COMPENSATION BOARD	<u>Collections:</u> FY21 collections for July through November totaled \$4,068,656.48, an increase of 33.17% compared to the same period of collections in FY20. <u>Expenditures:</u> FY21 year-to-date Clerk's expenditures through 12/14/20, totaled \$1,318,113.67 or 18.39% of budgeted Technology Trust Funds. <u>Projections:</u> Based on current collections to date, FY21 TTF total collections would be approximately \$9.76 million, an increase of 32.54% compared to FY20 collections.	N/A	Noted.
8.	EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents net corrections to Emergency Medical Requests for Reimbursement submitted and approved at the November 17, 2020 Board Meeting. Staff identified an error in the calculation of the total amount due to Prince William/Manassas Regional Jail based upon the individual line items approved, and two line-item typos for the Rappahannock Regional Jail. Corrections are identified below, and staff requests approval to pay the additional amounts owed these two facilities for requests approved November 17, 2020.	\$30,369.74	Approved total additional amount of \$30,369.74, as noted in "Additional Amount Payable to Jail" column below.

Total Corrections

Cost Code	Facility Name	Total Approved on Nov Docket	Amended Total	Difference	Additional Amount for Line Item Corrections	Additional Amount Payable to Jail
435	Prince William-Manassas Reg Jail	\$28,846.91	\$58,946.57	\$30,099.66	\$0.00	\$30,099.66
450	Rappahannock Reg Jail	\$35,163.23	\$35,163.23	\$0.00	\$270.08	\$270.08
	Total			\$30,099.66	\$270.08	\$30,369.74

Line Item Corrections

Cost Code	Facility Name	Last Name	Final Sentencing Event	Court Order Transmit Date	Date Inmate Became EMR Eligible	Date(s) of Medical Services	EMR Eligible (based upon 61 Days after Court Transmittal)	Amt Approved on Nov Docket	Corrected Amount for Approval	Additional Owed to Jail
450	Rappahannock Reg Jail	Duncan	8/6/2019	9/5/2019	11/5/2019	3/10/20 & 3/12/20	Y	\$216.70	\$216.78	\$0.08
450	Rappahannock Reg Jail	Fincham	10/21/2019	11/18/2019	1/18/2020	7/30/2020	Y	\$256.41	526.41	\$270.00
	Total									\$270.08

**CLOSED MEETING
COMPENSATION BOARD DOCKET #21/06
December 17, 2020**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: December 17, 2020
Time: 10:00 a.m.
Location: Compensation Board Electronic Meeting by Conference Call
+1 617-675-4444; PIN: 187 804 066 7307#
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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